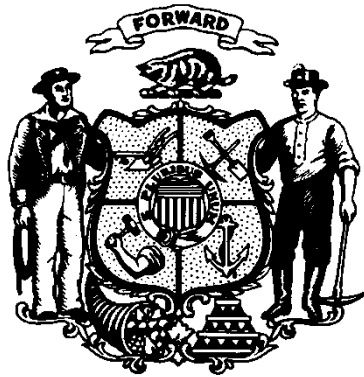


RFP No. 410-013

**REQUEST FOR PROPOSAL (RFP)
FOR THE LEASING OF AN OFFICE FACILITY
TO BE OCCUPIED BY THE
DEPARTMENT OF CORRECTIONS (DOC)
WITHIN the City of Milwaukee**

Issued: Monday, April 20, 2015



Due date: May 21, 2015

**PREPARED BY:
STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT
101 EAST WILSON STREET, 7TH FLOOR
MADISON, WISCONSIN, 53707-7866**

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I. PROJECT OVERVIEW

A. PROJECT SCOPE

The State of Wisconsin is seeking a 5-year lease with three 5-year renewals for approximately 22,730 rentable square feet of office space for the Department of Corrections (DOC), Division of Community Corrections (DCC). DOC will require a total of eighty-five (85) parking spaces for staff and clientele, located at and/or near the facility. They will also require two (2) reserved stalls near the Custody Door and secured 24/7 parking for six (6) State Fleet Vehicles. The facility may be an existing, renovated or newly constructed facility with public service areas and shall be located within the City of Milwaukee as defined in Appendix 1.

II. SELECTION AND AWARD PROCESS

The following is a **tentative** schedule of events regarding this RFP:

A. SCHEDULE

RFP Posted	April 20, 2015
Requests for Clarification due by 3:00 PM CT	April 30, 2015
Clarification Responses Posted	May 7, 2015
Proposals Due by 3:00PM CT (Due Date)	May 21, 2015
Selection Committee Screening of Proposals	Approx. 2-3 weeks
Notification of Short-Listed Proposers	Approx. 1 week
BAFO DUE	Approx. 1 week
Letter of Intent	Approx. 1-2 weeks
Building Commission	TBD
Lease Execution	TBD
Target Tenant Occupancy	December 1, 2015
Target Lease/Rent Commencement Date	January 1, 2016

B. PROPOSER'S QUESTIONS AND DOA RESPONSES

On or before 3:00 PM CT on Thursday, April 30, 2015, Proposers may submit written requests of clarification of this RFP and/or questions utilizing the form provided in Appendix 5. Submit the completed form via email to doarealestateinfo@wisconsin.gov. Please reference the RFP number in the subject line of the email.

Written responses to properly submitted relevant requests will be posted by May 7, 2015 on the following website:

<http://www.doa.state.wi.us/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/Current-Real-Estate-RFPs-and-RFIs/>

Solicitation of information from the State, DOA, or the tenant Agency outside of this designated process will not be addressed and may result in disqualification of the Proposer.

RFP status and updates will be available on the above website as information becomes available.

C. SELECTION AND AWARD PROCESS

All Proposals submitted in response to this Request for Proposal will be graded by the Selection Committee. The Committee consists of DOA representatives and members from the tenant agency. The final selection will be made by the Secretary of the Department of Administration.

The selection of a Proposer is a three-part selection process.

Part One: RFP Response 40% of Total Score

Proposers must submit their Proposals by the RFP requirements designated in Section III. Proposals meeting the RFP requirements will be scored and evaluated by the Selection Committee based on the criteria listed in Section III C. Scores for each of these criteria are weighted to determine a total score. DOA and the tenant agency may request presentations, conduct site visits, and/or request additional information in order to evaluate, score and choose Proposers to be short-listed and continue onto part two.

Part Two: BAFO 60% of Total Score

The Selection Committee will select up to four Proposers with the highest total scores from Part One and ask each to submit a Best and Final Offer (BAFO). The request may include an in-person interview, as well as clarification on responses, costs, square footage, and layout.

Part Three:

The Selection Committee will score the BAFO's and submit the top two Proposals that best meet the needs of the tenant agency, including a list of positive and negative aspects, to the Secretary of the Department of Administration for review and selection. The Secretary may choose one of the top two Proposals or determine no selection and send the RFP back to the Selection Committee for additional information or further review.

While lease terms (cost) of each Proposal will be heavily weighted, selection will be based on criteria which best meets the needs of the tenant agency, and provides the best value to the taxpayers. The final selection may not necessarily be the lowest cost Proposal.

The State reserves the right to cancel this RFP at any time and reject any and all Proposals at its sole discretion.

Letter of Intent (LOI):

After the final selection is made, the State will send a Letter of Intent to the selected Proposer. Further clarification, negotiation, lease terms, and final plans will be requested. Should the State be unable to negotiate a lease with the selected Proposer, the State reserves the right to cancel the selection and

negotiate with another Proposer. This is not a fixed-bid Proposal and all items are subject to further negotiations by either party. Considerations for variances to the specifications of this RFP may be given to spaces with 'as is' conditions that may prohibit exact conformance to the specifications. A thorough explanation of the variances and the 'as is' conditions contributing to the variance must be supplied by the Proposer.

Final lease execution is contingent upon approval of the State of Wisconsin Building Commission per Section IV C of this RFP.

III. PROPOSAL SUBMITTAL REQUIREMENTS

A. SUBMISSION

In responding to this RFP, Proposers must use the following format requirements and process:

- Submission of one (1) original and five (5) printed copies of the Proposal, which will serve as the official copies.
- Utilization of the attached Proposer's Response Sheet.

Proposals are due by 3:00 PM CT on Monday, May 21, 2015 (Due Date)

Proposals received after the due date will not be accepted. Upon receipt, they will be marked late, remain unopened and be returned to the sender.

Sealed copies of the Proposals shall be delivered to:

RFP #410-013

State of Wisconsin, Department of Administration

Division of Facilities Management

101 E. Wilson Street, 7th Floor

P.O. Box 7866

Madison, WI 53707-7866

Proposers must allow sufficient time for delivery of their Proposals by the date specified.

B. FORMAT

- Proposals should be spiral bound, printed on single sided 8 ½"x11" paper, either portrait or landscape. For legibility purposes, plans, schedules or other relevant proposal documents may be printed on 11"x17" paper, but folded to be equivalent to 8 ½"x11" paper.

C. CRITERIA

Proposals will be evaluated on the following criteria:

1. Lease Terms and Conditions;
2. Locational Attributes and Site Information;
3. Facility Details and Layout;
4. Schedule

D. PROPOSAL CONTENT

The Proposal must meet at a minimum, the standards and requirements listed herein, including the language of the attached State of Wisconsin standard lease document (to be modified by the specific terms and conditions pertinent to this RFP). **It is mandatory that all proposers utilize the attached Proposer's Response Sheet (Appendix 6);** and include the specific information, plans/drawings, specifications, and schedules required for their response, as listed below:

1. A fully completed "Proposer's Response Sheet." Supply documentation if available, supporting each of the cost elements, as noted, other than the base building rate.
2. Information for each firm on the Proposer's Team, including the Company name, contact person, business address, phone number, email address and website (if applicable).
3. If this is a build-to-suit response, information on team members should also include number of years in business and relevant experience related to this type and size of project.
4. A rendering, sketch, and/or photo illustrating the exterior views of the building.
5. A site plan indicating parking, including number and type of available spots, ingress/egress, loading dock(s), lighting, sidewalk, trash locations, and existing and proposed landscaping.
6. Describe or show on plans the distance to closest bus stop and frequency of bus service.
7. Include with Proposal a marked map with the proposed building location. Also, identify the locations of all nearby churches, schools, libraries and daycare center in relation to the proposed location.
8. A 1/8" scale floor plan with a preliminary proposed layout. This plan should include dimensions and furniture. See Exhibit A for furniture typicals if applicable.
9. Provide a breakdown of tenant improvement costs and operating expenses as indicated on the Proposer's Response Sheet. All building construction and tenant improvement costs are the responsibility of the Proposer and should be considered in the Proposer's response. If applicable, additional items (e.g., furniture & installation - new or refurbished, security, move costs, etc.) may also be required. See Program Requirements in Appendix 1.
10. A construction schedule and timeline for tenant improvements (TI's) from the fully executed lease to tenant occupancy.
11. A list of the areas, systems or critical characteristics in the Program Requirements evaluation criteria where the proposal exceeds the minimum requirements or does not meet the minimum requirements.
12. The Proposer shall comply with prevailing wage requirements of Section 103.49 of the Wisconsin Statutes if the cost of construction is greater than \$100,000; and more than one trade is required to complete the entire project. If it is a single-trade project, the cost of construction must be \$48,000 or more. For additional information regarding how to apply for determination of Prevailing Wage, see www.dwd.state.wi.us.

IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS

A. PROCURING AND CONTRACTING AGENCY

The State of Wisconsin, Department of Administration (DOA), Division of Facilities Management (DFM) is the authorized agent of the Governor in the procurement of real estate for state government occupants. The Department of Administration will be the Lessee of record and will authorize the final

selection made for this Lease. All negotiations relative to this lease will only be conducted with the DOA's designated contact.

B. RESERVATION OF RIGHTS

The State reserves the right, in its sole and absolute discretion, and as it may deem necessary, appropriate, or beneficial to the State with respect to the RFP, to:

- Cancel, withdraw, or modify the RFP;
- Modify or issue clarifications to the RFP prior to the Proposal Due Date. In the event the RFP is modified it will be posted here: <http://doa.wi.gov/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/Current-Real-Estate-RFPs-and-RFIs/> and all Proposers will be provided a chance to revise their Proposals;
- Request submission of additional information from some or all Proposers, following its review of one or more Proposals;
- Waive any irregularity or defect in any submission;
- Reject any Proposals it deems incomplete or unresponsive to the RFP requirements;
- Reject all Proposals that are submitted; and
- Reissue the original RFP, issue a modified RFP, or issue a new RFP, whether or not any Proposals have been received in response to the initial RFP.

1. Pre-development and Development Costs

The State is not liable for any costs incurred by a Proposer in replying to this RFP.

In addition, Proposers should be aware of the following:

- The State of Wisconsin, DOA, and/or the tenant agency will not be liable for any costs associated with the preparation of a Proposal or negotiation of a contract incurred by the bidders;
- All Proposals, in their entirety, will become the property of DOA upon submission;
- Proposers should draw independent conclusions concerning conditions that may affect the methods or cost of development;
- Proposer shall be solely responsible for all pre-development (including demolition of existing improvements and due diligence studies such as traffic, geotechnical, storm water management, and other site preparations if new or remodeled facility proposed) and development costs associated with the project;
- Proposer shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time; and
- All equity and self-funded project pre-development money expended by a Proposer is at the sole risk of the Proposer. The State shall under no circumstances be responsible to reimburse same, whether pre- or post-selection.

2. Selection Non-Binding

The State's selection of a Proposer indicates only its intent to negotiate with the selected Proposer. The selection does not constitute a commitment by the State to execute a final agreement or contract with that Proposer. Proposers therefore agree and acknowledge that they are barred from claiming to have detrimentally relied on any action by the State, or its contractor, representative, or employees' actions for any costs or liabilities incurred as a result of responding to this RFP.

3. Communications with Media, Government Agencies, and Community

Proposers shall not initiate or pursue any discussions or communications with the media, government agencies, and/or the community without first coordinating with and receiving the approval of the State.

4. Wisconsin Open Records Law

All information in a Proposer's Proposal is subject to the provisions of the Wisconsin Open Records Law (Wisconsin Stat. 19.31 et seq.). Any information or data in the Proposal that the Proposer claims as proprietary and confidential and should not be disclosed by the State to third parties shall be clearly identified in their Proposal (each page shall be marked as "Proprietary and Confidential") and specified on the Designation of Confidential and Proprietary Information Form as provided in Appendix 8 of this RFP.

5. State Law

Any agreement between the State and the successful Proposer arising from this RFP will be governed, construed, and interpreted in accordance with the laws of the State of Wisconsin. Proposers are advised that under such laws, the State will not indemnify the successful Proposer against claims, demands, suits, actions, proceedings, liabilities, damages, losses, costs, or expenses of any kind by reason of injury or death to any person or for property damage arising out of or relating to the work to be performed.

C. STATE BUILDING COMMISSION APPROVAL

The State of Wisconsin Building Commission has statutory authority to approve lease transactions on behalf of the State. Proposers responding to this RFP should be aware of and take into consideration the following State of Wisconsin Building Commission policies:

- State of Wisconsin Building Commission policies require compatibility with local, jurisdictional governments in their long-range planning, economic development and zoning efforts. Failure to consider and address local zoning and municipal planning efforts in your proposal may lead to disqualification.
- The State of Wisconsin Building Commission, in the effort to support local government planning, zoning and economic development, will consider recommendations from local officials as to the placement and use of State offices. Proposers should be aware that local official and community input may be sought by the Building Commission and can be a factor in the approval process.
- The local and/or county officials support may impact the approval of any project and their support does not guarantee approval of the State of Wisconsin Building Commission.

V. APPENDICES

A. APPENDIX 1 - PROGRAM REQUIREMENTS AND EVALUATION CRITERIA

The Proposal documents must meet at a minimum, the standards and requirements listed herein, including the language of the State of Wisconsin standard Gross Lease document (to be modified by the specific terms and conditions pertinent to this RFP). The Proposer should address and show how the Proposal meets or exceeds each of the following characteristics which are critical in the evaluation and award process.

1. Lease Terms and Conditions

- a. **Lease Rate:** The lease rate shall be quoted as a gross rate per rentable square foot based upon a 5-year lease period with three 5-year renewal options. The proposed gross rental rate should include a net building rate, operating expenses such as real estate taxes, Insurance, In-suite Janitorial, Common Area Maintenance (CAM), utility costs, etc., and tenant improvement Costs such as premises build out costs, moving costs, furniture and installation (See Exhibit A for systems furniture typical layouts) and any Lessor Incentives offered.
- b. **Access Prior to Occupancy:** Tenant shall be responsible for data cabling and phone lines. Tenant and/or Tenant's vendors shall have access to Premises during the period Lessor is constructing improvements. Exact timing to be determined by Lessor and Lessee after Lessor's construction schedule is finalized. Tenant and/or Tenant's vendors shall not interfere with Lessor's contractor or cause an unreasonable delay to the Lessor's construction schedule.
- c. **Occupancy Date:** Provide timeline for completion of build out and occupancy certificate. Indicate your certainty of meeting occupancy date. **Occupancy shall be no later than December 1, 2015** in order to allow Tenant to move in and set up the Premises for operations prior to Lease Term Begin Date/Rent Commencement Date.

2. Locational Attributes and Site Information

- a. The site location must be within a geographic area that is within the State of Wisconsin, City of Milwaukee.
- b. Location must be on a bus line with regular bus service several times a day, with at least one bus stop within the immediate proximity of the location and with an accessible sidewalk route to the building.
- c. The site should have access to major roads, easily located with minimal turns, and readily visible.
- d. Preference will be given to proposals located within the Preferred Area described below and as described below. Include with proposal a marked map with the proposed building location.

South Side Boundary – W. Oklahoma Avenue

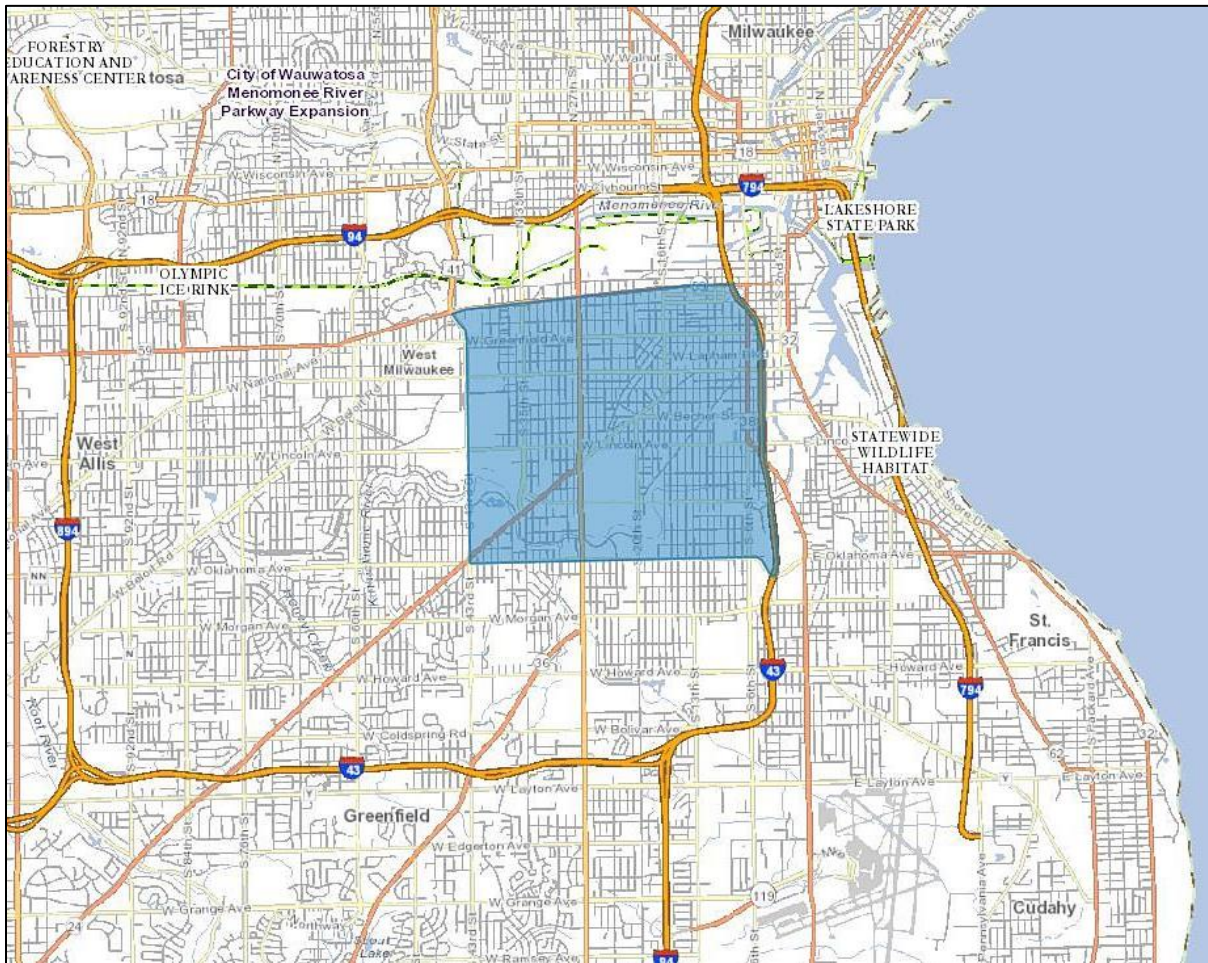
West Side Boundary – S. Miller Parkway

North Side Boundary – W. National Avenue

East Side Boundary – I 94/43 South

- e. There should be compatibility with neighboring land uses.
- f. Provide information on municipal water, sewer, police and fire services.
- g. Provide information on telephone, electric and natural gas utility service.
- h. Current zoning must be compatible with this use.

PREFERRED AREA MAP



3. Facility Details and Layout

The building will be evaluated on: Quality and Flexibility of the Building including the overall building design and aesthetics of the space and site; Safety and Accessibility of clients, family members, and staff; Connectivity, Parking and Building Sustainability.

a. Quality and Flexibility of Building and Design

1. The space should have a rentable office area of approximately 22,730 rentable square feet. The rentable square footage includes an estimated circulation factor and building common space. Expectations are that the actual square footage leased may be less because of building efficiencies and shared areas.
2. Proposals will be accepted for single or multi-tenant buildings. In both single tenant and multi-tenant buildings, it is preferable that staff and clients have separate entrances.
3. The office suite must have a separate, identifiable entrance(s) either from the building interior if multi-tenant or exterior, if single tenant.

4. Preference is for all staff to be located on a single floor.
5. Proposals will be judged on the adequacy of the design to address program requirements as set forth below in Summarized Room Requirements. The majority of the evaluation in this section will be based on these requirements.
6. The successful Proposer will provide all design services required for permits and as required by the Lessee, as the project proceeds. Re-drawings of the design may be necessary to more specifically reflect the needs of DOC.
7. The Premises must be completely ADA accessible to staff and customers.

b. Safety and Accessibility Requirements

1. There must be adequate building security which shall include exterior security lighting to allow for safe occupancy by staff and visitors during standard and non-standard hours, Monday through Friday and weekends. Provide adequate security lighting for on premise parking areas.
2. Proposer will be required to install DOC provided exterior security cameras.
3. Perimeter doors must be a solid wood core, metal, or metal sheathed. If glass, the door must be equipped with redundant security features such as glass breaks and motion detectors. In addition, these doors should have non-rising hinge pins or hinge pins should be spot-welded. If the visibility is restricted, the doors must contain peepholes.
4. The design of the building and floor plan should ensure the safety of the staff. There should not be any hallway "dead-ends" or blind corners in the Tenant space or in common areas. All areas of the office should be accessible and visible to a number of staff at all times. Openings such as skylights and roof hatches must be secured.
5. Lessor shall provide a complete operating Card Access System (see Schedule II attached). Utility boxes and storage rooms must have keyed locks. All Premises entry and exit doors, T-File Rooms and conference room doors, as specified in the Summarized Room Requirements, must have card readers.
6. All areas of the Premises, the applicable common areas, entrances, exits and parking lots serving the Premises shall meet all requirements of handicapped accessibility, health, and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 351 through 365 and Americans with Disabilities Act guidelines (ADAAG). The ADAAG guidelines will take precedence over state building codes Chapter 52.04, except when such state codes shall be equal to or exceed specifications in ADAAG.

c. Connectivity

The Lessor is responsible to work with the Tenant's local telephone service provider to ensure proper cable (fiber if needed) can be brought into the building to the demarcation point. This may include building penetrations, access points, and cable pathways, to bring service into the designated main communications room in the building. See Schedule II, Construction Requirements attached for more

detailed scope of work. Lessor will be responsible for all communication conduit, paths, and raceway for cabling. The Premises must have the capability to use Tenant provided wireless technology.

d. Parking

1. Provide eighty-five (85) parking stalls for staff, adequate customer and visitor parking and ADA accessible parking within a reasonable proximity to the Premises. Also required will be two (2) reserved stalls adjacent to the Custody Door and six (6) reserved 24/7 stalls for state-owned vehicles.
2. Location should have a loading dock and/or sufficient loading and unloading short-term parking spaces at building for passenger and delivery vehicles.

e. Design Services

1. A preliminary space design (layout), with dimensions is to be provided as part of your response proposal.
2. The successful Proposer will provide architectural and/or the space design services required as the project is implemented. The Lessor will provide preliminary schematics, plans and documents based on the building plan provided by the Proposer.
3. The Proposer will provide to the Lessee one paper and one electronic copy of the final record and contract documents, including construction specifications and State-approved plans. Project will not proceed until final construction documents are approved by Lessee.
4. The Proposer will provide the final space plan in AutoCAD format to Lessee. Tenant representatives will collaborate with the selected Proposer to finalize drawings and specifications.

f. Building Sustainability

Additional consideration will be given to those respondents that incorporate sustainable construction and development practices including sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality. The State of Wisconsin sustainability guidelines are located at:

<http://www.doa.state.wi.us/Default.aspx?Page=c8781af1-4196-89c7-4a56c7bce306>

B. APPENDIX 2 - GENERAL ROOM REQUIREMENTS

The general specifications for each area are listed below to assist in the space design process.

List of Areas and Suggested Sizes

<u>Name</u>	<u>Type</u>	<u>Quantity</u>	<u>Size</u>	<u>Total Sq. Ft.</u>	<u>Comment</u>
<u>Administration</u>					
Corrections Field Supervisor	Private	6	144	864	Interior
Program Services Supervisor	Private	2	144	288	Interior
P&P Agent	Workstation	60	96	5,760	
Office Operations Associate	Workstation	12	64	768	
Psychologist	Private	1	120	120	Interior
Subtotal - Admin				7,800	
<u>General</u>					
Custody Staging Area	Area	1	75	75	
UA Prep	Room	2	40	80	
Mail/Work Room	Room	1	600	600	
Restrooms Staff	Room	2	75	150	1 Mens, 1 Womens Designed to code Common area are acceptable
Restrooms UA	Room	6	75	450	
Data/Telecom Closet	Room	1	200	200	
Waiting Area	Room	1	1,000	1,000	
Reception	Room	1	400	400	
Conference Room	Room	1	600	600	Adjacent conference rooms with movable walls in between
Conference Room	Room	1	600	600	Adjacent conference rooms with movable walls in between
Conference Room	Room	1	300	300	
Conference Room	Room	1	300	300	
Break Room	Room	1	460	460	
T-Files	Room	1	1,460	1,460	
Poly/Psych/Photo	Room	1	110	110	
Interview Room	Room	15	110	1,650	
Subtotal - General				8,435	
Total Admin & General				16,235	
Circulation & Public				6,495	Approximately 40%
Gross Rentable SQ. FT.				22,730	

C. APPENDIX 3 - SUMMARIZED ROOM REQUIREMENTS

The following is a list by room, highlighting the specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. Please see Appendix 7, Schedule II - CONSTRUCTION REQUIREMENTS for more details and specifications.

1. **Private Offices** - The private office layout should allow for desk with a meeting surface similar to the 8x12 workstation on Exhibit A. Private offices should have a sidelight window to allow for transfer of natural light. Private offices should not be located on perimeter if cubicle system furniture stations are provided. In the event there are a sufficient number of existing private offices to accommodate sixty (60) agents, workstations and interview rooms would not be required. Doors should have keyed locks.
2. **Open Office Area** - The open office area should allow for the installation of sixty (60), Lessor provided, 96-square foot cubicle system furniture stations. It is preferred that the cubicles be located on the exterior walls to allow for maximum natural light. They must have sufficient electrical circuits and phone/data outlets to accommodate staff. Standard electrical requirements for open office areas are four 20 amp circuits for every 8 systems furniture cubicles. Dedicated electrical circuits will be required for copiers and printers. The size of the cubicles can be either 12' x 8' or 9' x 10'8" for agents. Each cubicle should have work surfaces, tackable wall surfaces, lockable overhead storage and shelving, UC lighting and two locking pedestal files. Minimum height for main panels to be 62" (see Exhibit A for typical).
3. **UA Preparation Area**: Two 40-square feet areas in an alcove close to the UA bathrooms. The preparation area shall include upper and lower cabinets to hold restroom supplies and testing materials and a counter top to prepare test kits for use and mailing.
4. **Mail/Work Room** – 15' lineal feet of laminate plastic counter is required with cabinetry above and below. Provide adequate electrical outlets for multi-function devices, fax machine, and printers on at least two walls. Outlets for multi-function devices to be dedicated. This room should be located proximate to clerical area.
5. **Restrooms – Staff** – Men's and Women's restrooms and sized based upon local code requirements. Common area restrooms are acceptable. All must be ADA compliant. An ADA compliant water fountain should be located near restrooms.
6. **Restrooms – UA** - Six ADA compliant unisex restrooms containing a water closet, sink and appropriate soap and paper towel dispensers.
7. **Data/Telecom Closet** - This room will contain the punch down blocks for the telephone lines, the wiring panels, computer controllers and tenant supplied UPS unit. The closet room door shall either be sufficiently undercut and/or include a door grill to ensure sufficient airflow.
8. **Waiting Area** - Should be secured from the interior office by a card reader(s). Two ADA compliant pass-through windows with speaking holes are required. The pass-through windows should be recessed into the counter. There should be a counter located under the pass-through window on the waiting room side to allow clients to fill out paperwork. Simple, floor or wall mounted wood benches should be installed along at least two walls. Preferred configuration from waiting area to interior offices is to have a controlled entrance point. There should be enough room to allow for a metal detector to be installed preventing a queue of clients before or after controlled entrance

point. The metal detector will be provided by DOC. A dedicated electrical circuit should be proximate to the entrance for the metal detector.

9. **Reception and Clerical Area:** Should be located adjacent to waiting area. Twelve (12) Lessor provided standard systems furniture cubicle configurations (7' x 9' or 8' x8') should be fit in the clerical area. The clerical area shall be located proximate to the reception area. There should be a standing height counter with base cabinets located under the pass thru windows on the reception side.

10. **Conference Rooms:**

- a) The two adjacent 600-square feet conference rooms should be located with access to common area restrooms and an ADA compliant water fountain.
- b) All conference rooms should contain the following:
 - i) Card readers on any conference room doors which are directly accessible from the reception and/or waiting area.
 - ii) Card readers on doors leading from any conference room into any office space.
 - iii) All doors should contain sidelights or windows.

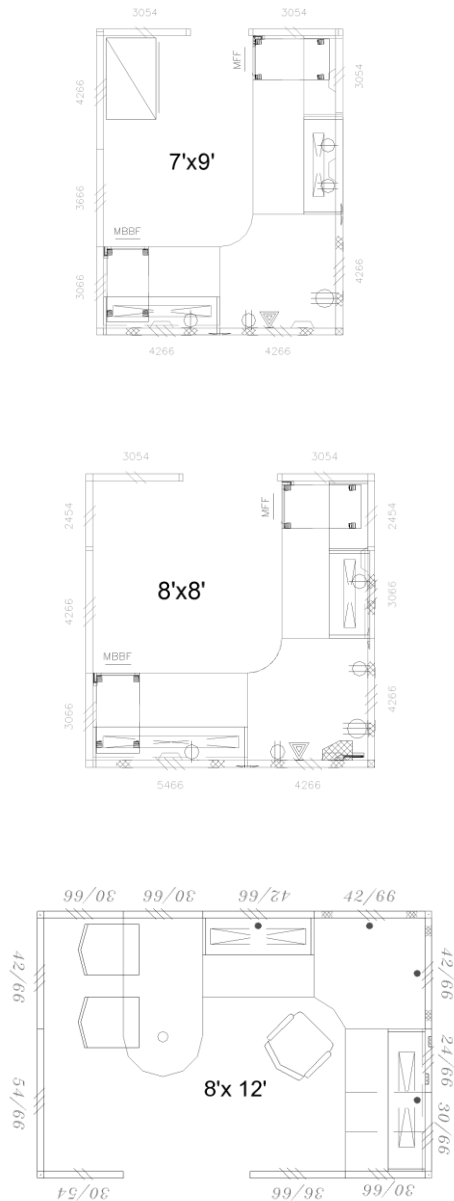
11. **Break room:** This room will contain a minimum of eight lineal feet of counter space with cabinets above and below and an H/C water stainless steel single bay sink. This room should also have adequate outlets, circuits and waterlines to allow for two refrigerators, coffeepots, and microwaves. Vending machines must be located either within the Premises or within building common areas. Sidelight or door windows are required.

12. **T-File/Storage Room** – The T-File room shall have floor-to-ceiling constructed shelving along three walls deep enough to hold Legal-sized file folders. Door must also have a card reader.

13. **Interview Rooms and Polygraph Room:** These rooms should be located adjacent to Open Office Area. Walls should allow for maximum sound insulation.

D. APPENDIX 4 - EXHIBITS

EXHIBIT A
SYSTEMS FURNITURE TYPICAL



E. APPENDIX 5 - FORM TO SUBMIT PROPOSER'S QUESTIONS

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION REQUEST FOR PROPOSAL No. 410-013

Instructions: On or before Thursday, April 30, 2015 Proposers may submit written requests for clarification of this RFP and/or questions to the DOA by utilizing this form. Please submit the completed form via email to doarealestateinfo@wisconsin.gov. Please include the RFP# in the subject line. Written responses to properly submitted relevant requests for clarification and/or questions from Proposers will be posted by the DOA on the following website: <http://www.doa.state.wi.us/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/Current-Real-Estate-RFPs-and-RFIs/> by Thursday, May 7, 2015. **Solicitation of information from the State, DOA, or tenant agency personnel other than through this form and process is prohibited and may result in disqualification of the Proposer.**

* * *

Contact Information: All fields must be completed by the Proposer submitting the form.

Name (Please Print):

Proposer Team:

Company/Affiliation:

Email Address:

Telephone Number:

RFP Section/ Appendix	Page No.	Request for Clarification and/or Question

F. APPENDIX 6 - PROPOSER'S RESPONSE SHEET

Proposed Building Address _____ Proposal Date _____

RENTAL RATE PROPOSAL:

I. SQUARE FOOTAGE: As defined Section III C. 1, Quality and Flexibility of Buildings Design of the RFP

- A) Total useable square feet (does not include common area) _____
- B) Total rentable square feet (includes common area) _____

II. GROSS RENTAL RATE CALCULATION: All amounts must be listed as annual rent per rentable square foot

- a) Net Building Rate (NNN rental rate) \$_____/sq. ft.
- b) Operating Expenses (sum of 1-6 below) \$_____/sq. ft.
- 1) Real Estate Taxes \$_____/sq. ft.
 - 2) Insurance \$_____/sq. ft.
 - 3) In-Suite Janitorial \$_____/sq. ft.
 - 4) Common Area Maintenance (CAM) \$_____/sq. ft.
 - 5) Premises' Utilities Costs (heat, air-conditioning, electrical, etc.) \$_____/sq. ft.
 - 6) All Other Operating Expenses (e.g., repairs & maintenance, etc.) \$_____/sq. ft.
- c) Total Tenant Improvements (sum of 1-3 below) \$_____/sq. ft.
- Provide total costs and annual rent per rentable sq. ft.
- 1) Total Premises Build out Costs \$_____ \$_____/sq. ft.
 - 2) Moving Costs (if requested) \$_____ \$_____/sq. ft.
 - 3) Furniture & Installation Costs (if requested) \$_____ \$_____/sq. ft.
- d) Lessor Incentives Offered (sum of 1-3 below) Enter total allowance & reduction per rentable sq ft) \$(____)/sq. ft.
- 1) Tenant Improvement Allowance \$_(_____)_ \$(____)/sq. ft.
 - 2) Moving Costs Allowance \$_(_____)_ \$(____)/sq. ft.
 - 3) Furniture & Installation Costs Allowance \$_(_____)_ \$(____)/sq. ft.

Gross Rental Rate (sum of (a), (b), (c), & (d) above) \$_____/sq. ft.

- Notes:**
- 1) The State requires a full-service, gross lease with any and all operating expenses included in the Gross Rental Rate.
 - 2) Tenant Improvements above include Premises Build out costs, furniture & installation costs & moving costs. Provide total costs for each expense type and provide the applicable rent per rentable square foot included in the annual Gross Rental Rate.
 - 3) All lines above must be completed. Place "N/A" for any terms that are not applicable.

III. TERMS AND CONDITIONS:

- | | |
|---|-----------------------------------|
| A) Length of Lease (Initial Lease Term) | Five (5) years |
| B) Annual Escalator, if any (shall not apply to Net Tenant Improvements) | _____ % |
| C) Renewal Options | Three 5-year options |
| D) Renewal Rental Rate – Initial Year (do not include Net Tenant Improvement Costs) | \$_____/rentable sq. ft. |
| E) Pre-Occupancy Date | One month prior to Occupancy Date |
| F) Occupancy Date | _____, 20__ |
| G) Rent Commencement Date | _____, 20__ |
| H) # of Free Months of Rent Offered, if any (based upon Gross Rental Rate) | _____ |

IV. SUBMITTED BY:

Proposer's Contact Information

Company Name

Full Address (street and city)

Telephone Number (Office/Mobile)

Email Address

Contact Name

Signature

Proposer's Agent Contact Information (if different)

Agent/Firm Name

Full Address (street and city)

Telephone Number (Office/Mobile)

Email Address

Contact Name

Signature

G. APPENDIX 7 - SAMPLE LEASE LINK AND SCHEDULES I & II

SAMPLE LEASE LINK

<http://www.doa.state.wi.us/Documents/DFM/BREM/Lease%20Template%202-23-15.pdf>

Schedule I

The Lessor, **at Lessor's cost**, shall furnish to the Lessee during the term of this Lease, as part of the rental consideration, the following:

1. The environmental control system shall maintain a comfortable humidity level and temperatures for an estimated use of 60 hours per week as follows:

Summer	Winter
76 Degrees (+/- 2 ^o)	70 Degrees (+/- 2 ^o)
50% Humidity Level (+/- 10%)	25% Humidity Level (+/- 5%)

The temperature range during unoccupied times (generally 6 p.m. to 6 a.m.) may be varied by up to +/- 10^o of the above temperatures.

2. Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations, except as noted in Data/Telephone Closet.

Must be compliant with State of Wisconsin Administrative Codes SPS 363 and 364, and ASHRAE 62.1-2004, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where SPS 364 and ASHRAE 62.1-2004 conflict, apply SPS 364 to existing HVAC and ASHRAE 62.1-2004 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code SPS 364 minimum guidelines.

Lessor shall meet the following requirements:

- a) All new HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is required in all new construction.
 - b) All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have adequate zoning in order to maintain the humidity and temperatures as listed above.
 - c) Provide a fully ducted supply and plenum return HVAC system with adequate zoning.
 - d) All new exterior walls and ceilings must meet minimum insulation code requirements.
 - e) Provide perimeter heating for exterior walls if required to meet seasonal set-points.
 - f) Provide space heating for airlocks and lobbies, if necessary.
 - g) Change air-handling equipment filters quarterly.
 - h) Provide automatic temperature adjustment capability for unoccupied modes.
 - i) Provide separate venting/fans for restrooms.
 - j) Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully constructed and/or remodeled and all furniture has been installed.
 - k) Placement of thermostats throughout the Premises must be coordinated with the installation of furniture to avoid having the thermostats blocked.
 - l) The use of non-tenant adjustable thermostats or locking thermostat covers.
3. Install and maintain fire extinguishers according to any governmental building code and underwriters' (UL) recommendations.
 4. Provide safe drinking water with hot and cold running water for restrooms, counter sinks and janitorial facilities. Such drinking water shall meet minimum State of Wisconsin Drinking Water Quality Standards.

5. All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors. Provide a minimum of 1 foot candle security lighting for on premise parking areas.
6. Provide (2) master keys for entrance doors.
7. Provide Water and Sewer & Heat and Air conditioning.
8. Provide electricity for lights and other electrical equipment necessary for operation of the Premises.
9. Furnish, install and replace during the term of this Lease and any extension thereof, light bulbs, fluorescent tubes, starters, ballasts or transformers.
10. All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 360 - 365, and the ANSI A117.1. ANSI Regulations will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and ANSI A117.1.
11. Furnish building occupancy or use permit(s) if required.
12. Provide walk-off mats at each entrance. Replace as needed when worn.
13. Furnish all necessary janitorial and maintenance equipment and supplies for restrooms including soap, towels and toilet tissue.
14. Lessor is to provide all services, supplies and equipment required to clean and keep clean all areas of the building, sidewalks, parking areas, and grounds. This includes, but is not limited to, the plowing and removal of snow, ice removal and salting, removal of trash, pest control and the proper disposal of recyclable materials separated by Lessee. Beginning January 1, 1995, proper disposal of materials shall comply with sections 16.15(3) and 287.07 Wis. Stats., which require recycling the following items: aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines, newspaper, office paper, plastic containers, steel containers, and waste tires. Lessor shall provide a central collection area and separate collection containers as require for the deposit of all such recyclable and non-recyclable waste generated at the leased premises. Lessor further agrees to comply with all applicable municipal recycling requirements adopted under section 287.13, Wis. Stats.
15. Lessee shall retain the right to do background checks at any time and reserves the right to approve or disapprove permission to enter the Premises by any vendor, contractor or others.
16. Janitorial Services

The following is a list of required activities to be performed at least as often as indicated. While this list may omit some minor activities, it is the intent of this list to promote a building with a High Standard of Cleanliness.

AREA AND FREQUENCY INDICATION:

DAILY

- a) All Common Areas (Entrances/ Hallways/ Stairways/Snack or Break Area/Janitor Closet/Storeroom/etc.) - Clean glass in doors and metal framework; Empty/clean exterior ashtrays, waste containers and replace can liners; Sweep, mop floor, steps, landings, etc.; Vacuum carpet and

walk-off mats and remove spots/stains; Clean, de-scale and polish water fountains; and spot clean walls and doors.

- b) Restrooms - Clean and disinfect dispensers, sinks, toilets, urinals and polish bright work.
- c) Office Areas - Empty waste containers and replace can liners, if used; Dust and/or damp wipe accessible furnishings, fixtures, vents and sills; Spot clean doors, walls and sidelights; Sweep/mop floors; and vacuum carpet and remove spots/stains.

ONCE-WEEKLY

- a) Restrooms - Clean inside toilet bowls and urinals; and damp wipe walls.
- b) Offices - Common Areas - Dust and/or damp wipe furnishings, moldings, handrails, fixtures, etc. Clean/disinfect and polish brightwork.
- c) Offices - Vacuum upholstered furniture; and edge-vacuum carpet.

SEMI-ANNUAL

- a) Resilient/Hard floor Areas - Strip, seal and refinish floors in spring and fall.
 - b) Carpet Areas - Wet extract carpet and apply soil retardant in spring and fall.
 - c) Restrooms - Wash walls, ceilings, doors and partitions in winter and summer.
 - d) Windows - Wash windows and storms both inside and outside and vacuum screens in spring and fall.
 - e) Light Fixtures - Clean fixtures and diffusers.
 - f) Air Vents - Clean supply air diffusers and return air grilles.
17. Provide eighty-five (85) parking stalls for staff, adequate customer and visitor parking within reasonable proximity to the Premises. Also required will be two reserved stalls adjacent to the Custody Door and six reserved 24/7 stalls for state-owned vehicles.
18. Provide snow and ice control and removal. Snow and ice will be removed from designated walking surfaces on Lessor controlled parking lots and sidewalks on building grounds by 6:30 AM each working day and 9:00 AM on non-working days. These walk areas shall be maintained in a reasonably slip resistant condition and passable for people with disabilities (i.e. individuals who use walkers, canes, crutches, wheelchairs, etc.). Walking surfaces will be maintained snow and ice free during working hours. Particular attention shall be paid during on-going snowfalls, ice storms or when melting snow and ice re-freezes on walking surfaces. Parking lots shall be cleared within 24 hours of a 2-inch or greater snowfall (or sooner if weather permits).
- In the event that the Lessor fails to remove the snow and ice from the leased facility in accordance with the terms of the paragraph above, the Lessee may cause the same to be done and deduct the cost of such snow and ice removal from the rent due the Lessor.
- Lessee's removal of snow and ice shall not release Lessor of liability or obligation under the provisions of this lease or any law or regulation.
19. Lessor agrees to construct and/or remodel and equip the building in accordance with State and local building codes, in accordance with mutually agreed upon plans attached hereto.

20. Provide the Premises with a fire alarm and detection system that complies with all State building codes, International building code (IBC) and Local building codes. In the event the Premises are not required to have a fire alarm and detection system by any code, Lessor shall install and maintain a fire detection system consisting of automatic detection (heat and smoke detectors), audio/visual notification devices and pull stations in accordance with the National Fire Protection Association (NFPA) under NFPA 72 and National Electric Code NEC 760. The fire alarm and detection system shall be inspected, maintained and tested in accordance with NFPA 72, by licensed contractors and fully documented. Documentation shall be made available to Lessee, within ten (10) days of Lessee's written request.
21. In the event the Lessor does not furnish the aforementioned services and items in this Schedule or the demised Premises are untenable for any other reason which is not due to the negligence of the Lessee, the Lessee may provide such services and items at its own expense and deduct these expenses from rental payments, provided Lessee notifies Lessor thirty (30) days in advance of any deduction, and provides an itemized statement listing the services and items not being furnished.

Schedule II

CONSTRUCTION REQUIREMENTS

The Lessor/contractors shall comply with prevailing wage requirements of Article 103.49 of the Wisconsin Statutes if the cost of construction is greater than \$48,000 for single trade project or greater than \$100,000 for multiple trade projects.

GENERAL CONDITIONS: All workmanship shall be done in compliance with standard and accepted trade practice. All regulations of the Federal Government, State of Wisconsin, and the local municipality will be complied with fully. After completion of work, the leased premises will be left in a clean and orderly condition, ready for occupancy. Wherever practical, construction and remodeling will conform to the Division of Facilities Development (DFD) Sustainable Facilities Guidelines and Master Specifications available at:

<http://www.doa.state.wi.us/Divisions/Facilities-Development/Document-Library/Master-Specifications-Design-Guidelines>

1. Ceilings:

- a) Offices, open office, conference, data/phone closet, reception/waiting areas: acoustical drop ceiling, with 2 x 2 or 2 x 4 x 3/4" grid, drop-in tile, color white, STC 35-39, minimum; NRC 50-60, minimum, light reflectance 75% minimum. Some rooms may require insulation above the dropped ceiling for noise abatement.
- b) All other areas such as restrooms, entrances, service closets, storage rooms, file rooms: may be finished, painted drywall.
- c) Finished Ceiling Height: Dependent upon room size and open area size. Ideal 8'6" to 9' (min. 8', max 12').
- d) Attic stock: Provide approximately 4% of ceiling tile.

2. Floors: All floors will be level

- a) Office, clerical areas, conference room, work/mail area (unless otherwise specified below): Carpet tile: 20 oz./sq. yd., level loop, manufacture standard composition materials for primary back with water resistant, mildew resistant adhesive as recommended by carpet tile manufacturer. Pile must be ADA compliant.
- b) Restrooms: Ceramic floor tile.
- c) Storage room, data/phone closet, waiting areas, entries, etc.: ceramic tile, vinyl tile or sheet goods.
- d) Vestibule/lobby: provide recessed mats similar to DecoGard "Pedi mat".
- e) Cove Base: Provide 4" vinyl cove base wherever vinyl flooring or carpet tile is used.

3. Walls:

- a) All new walls to be drywall: one layer 1/2" or 5/8" type X gypsum wallboard applied to each side of 3-5/8" metal or wood studs; with 1" type S drywall screws 8" on center, to vertical edges and 12" on center to intermediate studs. Stagger joints on each side.
- b) All interior walls to be insulated for sound abatement.
- c) Walls to extend to finished ceiling except for restrooms which should be finished to the floor deck.
- d) Provide expansion joints as necessary.

- e) All walls to receive painted finish of one primer coat and two finish coats of semi-gloss or eggshell with an orange peel finish.
- f) Corner guards: provide 44" guards on all outside corners and columns, color clear or match wall color.
- g) Restrooms: Provide 48" wainscoting of ceramic wall tile or other hard washable surface.
- h) Provide touch-up painting thirty (30) days after move-in.
- i) Provide 3"- 4" stained or painted (color to match doors) hardwood chair rail moulding (i.e., shaped or formed) on perimeter in all offices, clerical area, interview rooms and conference room at chair back height.
- j) The Lessor will hang/install bulletin boards, pictures, tack strips, chalkboards, screens, whiteboards, etc., as provided by the Tenant.

4. Doors, door frames, hardware:

- a) The primary accessible entry doors may require ADA compliant power door openers.
- b) All interior doors: solid core construction, 3'-0" x 6'-8" x 1-3/4", SLC-5 construction (glue-blocked, 5 ply), stained and varnished.
- c) Exterior metal doors, all door frames, window frames: 16 gauge, 2" width, shall be factory painted or 1 coat primer, 2 coats satin enamel
- d) All doors to have appropriate ADA compliant hardware including but not limited to: ADA compliant levers, pulls, panic hardware, compatible latches; kick-plates for restroom and service room doors; wall/floor stops, door silencers; ADA compliant closures for all exterior entrance/exit, suite and restroom doors; passage and/or keyed latch sets as specified, minimum 1 key per lockset per onsite staff.
- e) All solid core doors to be warranted from warpage and defect for 1 year from occupancy.
- f) The doors in the offices, clerical area, from the hall into the waiting room and into the conference room, T-file room and the main entry door shall have a window or sidelight window.

5. Windows: It is desirable that at least 10% of the entire area have direct natural lighting. This may be accomplished by using skylights.

- a) All new exterior windows shall be insulated Low-E glass
- b) All exterior windows shall have mini-blinds.
- c) Windows may be either fixed or operable.

6. Heating, Air conditioning, plumbing and ventilation:

Lessor shall meet the following requirements:

- a) Provide perimeter heating for exterior walls if required to meet seasonal set-points.
- b) Provide space heating for airlocks and lobbies, if necessary.
- c) Provide separate venting/fans for restrooms.
- d) Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.

7. Electrical: All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code chapter SPS 316, the National Electrical Code (ANSI/NFPA 70), other applicable National Fire Protection Association codes, the National Electrical Safety Code, present manufacturing standards (including NEMA).

- a) Each enclosed room shall have a minimum one duplex electrical outlet every 12 lineal feet and a minimum of two telephone and data outlets.
- b) Standard office requirements shall include provisions for copiers, faxes, computers and related equipment, and other standard office equipment.
- c) Electrical installation shall be everything for an end-to-end installation including all wiring, junction boxes, conduit, grounding, switches, panels, boxes, circuits, switch-plates, faceplates, receptacles, card readers, etc.
- d) Conference and/or break room shall have sufficient outlets for two refrigerators, two microwave, and two coffee makers.
- e) Lessor to provide electric base feed connections for systems furniture power. Cables or "whips" to be provided by the furniture vendor.

8. Lighting: All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code SPS 316, the State Energy Code, SPS Chapter 363 and the National Electrical Code.

- a) All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors.
- b) Provide 2' x 4' drop-in florescent fixtures. Lamps shall be high-performance T8, F32T8, 5000° K lamps to conform to the specification of the Consortium for Energy Efficiency unless otherwise specified.
- c) Lamps shall be TLCP requirements for low mercury and all mercury in the product shall be recycled material.
- d) Prismatic acrylic lenses are acceptable for file storage, data/telephone room, mechanical room, restrooms, waiting area, and halls.
- e) Provide adequate lighting in restrooms with light fixtures above the sinks.
- f) Provide florescent strip lighting below cabinets in conference rooms, UA Preparation Areas, and break rooms.
- g) Each constructed space to have separate light switch.
- h) Provide lighting at all exterior entrances/exits.
- i) Provide adequate security lighting for on premise parking areas.
- j) Prior to construction, lighting design will be reviewed for approval by Lessee to ensure compliance with tenant requirements.
- k) Lessor to furnish and install light bulbs, fluorescent tubes, starters, ballasts and transformers required for occupancy. Incandescent light bulbs are prohibited. Compact fluorescent lamp temperature shall be 5000° K with a color rendering index (CRI) at or above 80. Ballasts shall be instant start and conform to CEE Guideline above.
- l) Occupancy sensors shall be used for restrooms, interview rooms, conference rooms and offices. (Occupancy sensors shall typically be used for required automatic light shut off instead of central time-clock controls or central energy management system control).

9. Data and Telephone Wiring:

- a) Each room will have at least two voice/data outlets with State standard of two voice and two data jacks per outlet.
- b) All outlets to be installed according to approved plan. Each room, as identified will have at least two outlets consisting of 3/4" - 1" conduit in all new walls from above the suspended ceiling and terminating in a 4" x 4" junction box.
- c) Lessor to provide all conduit, raceways or clear paths from the data/telephone room to the ceiling area of each enclosed room and clerical area to accommodate the data/telephone lines and to provide "Ring and String" from junction box to ceiling.
- d) Data and telephone wiring shall be furnished and installed by the Lessee.

10. Cabinetry/Carpentry: All areas provided must meet minimum standards of ADA compliance.

- a) The conference room and/or break area shall have a 6'-8' counter of standard depth and height with splashguard with a single bay sink. Must also have upper and lower cabinetry with two adjustable shelves in each section with laminated fronts.
- b) Provide a coat closet with shelf and rod.
- c) Provide a standing height counters with base cabinets of approximately 6' in length in the clerical area.
- d) The waiting area shall have wall or floor mounted wooden benches.
- e) The UA Preparation Areas and Work/Mail rooms shall both have a countertop and upper and lower plastic laminate cabinetry. Also provide mailboxes sufficient for eighty-one staff in the Work/Mail room.
- f) The T-File room shall have floor to ceiling constructed shelving along two walls deep enough to hold Legal sized file folders.
- g) Two ADA compliant pass-through windows with speaking holes are required. The pass-through windows should be recessed into the counter.

11. Plumbing:

- a) The conference room and or break area counter(s) shall meet the minimum ADA requirements and must have include a sink or sinks with hot/cold running water and a garbage disposal(s).
- b) All rest room fixtures and furnishings will be ADA compliant.
- c) Insulate all under sink lavatory piping in restrooms.
- d) One janitorial sink shall be provided in the janitor's closet.
- e) Water will be available if needed for connection to coffee maker and refrigerator in conference room and or break room.

12. Accessibility and Security:

- a) All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 360 - 365, and the ANSI A117.1. ANSI A117.1 will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and the ANSI A117.1.
- b) Provide a complete operating Card Access system. The card access system shall be fully compatible with the existing card access system located in various State Office Buildings, and will be controlled by the existing Capitol Police CCure 8000 system. The System shall include proximity card readers, controllers, wiring, and all other equipment necessary for the complete specified operation with the existing CCure 8000 System. The system shall utilize Software House iStar controllers and add-on boards as appropriate for the specific installation. Controllers shall be fully integrated with the existing Software House CCure8000 system, and shall be of the latest design with the current version of firmware. Access cards shall be 35-bit proximity cards compatible with existing HID brand Corporate 1000 cards currently used by the Capitol Police; numbering shall be coordinated by the factory with the existing Capitol Police card database. Card readers

shall be compatible with existing 125 KHz proximity access cards. Each reader shall be the model and size most appropriate for each individual door application.

13. Exterior of Building and Landscaping:

- a) Provide landscape as necessary or required by city ordinance.
- b) Parking areas to be paved and striped and complying with all Wisconsin Administrative Codes and ANSI A117.1. Include all signage required for accessible parking stalls.
- c) All entrances and exterior doors to be accessible with grade complying with ANSI A117.1 and Wisconsin Admin Code.
- d) Ensure all exterior walls, windows, roof, walkways are in good repair.

14. Signage:

- a) Provide and install signage on the exterior of the building and/or parking lot (if allowed by local ordinance) identifying tenants and address which is visible from the main street.
- b) Provide and install ADA compliant directional signage in main entrance and in hallways as necessary to direct clientele to offices, which are not located at the main entrance. Signage to be visible and legible from a 15'-0" distance and well lighted.
- c) Provide and install ADA compliant restroom signage utilizing Grade 2 Braille and pictographs.
- d) Provide and install miscellaneous signage such as Emergency Exit Only, Employees Only, No Admittance, etc.

- 15. Fire Protection:** Provide the Premises with a fire alarm and detection system that complies with all State building codes, International building code (IBC) and Local building codes. In the event the Premises are not required to have a fire alarm and detection system by any code, Lessor shall install and maintain a fire detection system consisting of automatic detection (heat and smoke detectors), audio/visual notification devices and pull stations in accordance with the National Fire Protection Association (NFPA) under NFPA 72 and National Electric Code NEC 760. The fire alarm and detection system shall be inspected, maintained and tested in accordance with NFPA 72, by licensed contractors and fully documented. Documentation shall be made available to Lessee, within ten (10) days of Lessee's written request.

- 16. Plans/Submittals:** Prior to commencement of any work, Lessor shall submit to the Department of Administration preliminary plans for review and signature, and provide a copy of the final signed/sealed copy of plans (if required by code). The plan package shall consist of, but not limited to the construction and demolition plans including the following:

- a) Mechanical/HVAC plans
- b) Electrical, data/telephone, and lighting cut sheets
- c) Door and finish schedules
- d) Plumbing plans
- e) Site plans with parking indications
- f) General construction drawings with dimensions.
- g) Cabinetry drawings
- h) Materials list and samples including:
 - 1) Paint and finishes
 - 2) Ceiling
 - 3) Flooring

F. APPENDIX 8 - DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION FORM

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION

REQUEST FOR PROPOSALS No. 410-013

The attached material submitted in response to RFP No. 410-013 includes proprietary and confidential information which qualifies as a trade secret, as provided in §19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Item	Page(s)	Section	Topic
1			
2			
3			
4			
5			
6			

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The state considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name:	
Authorized Representative (Signature)	
Authorized Representative (Type or Print Name):	
Date:	